

# **Constitution of “UTWind”**

## **1. Name**

The official name of this recognized student group is “The University of Toronto Wind Turbine Student Design Team”

The acronym or abbreviation of this group is: UTWind

## **2. Purpose and Objectives**

The purpose of UTWind is to build and grow a community of students at the University of Toronto interested in the field of wind energy. The platform, through UTWind, will help students inspire one another, gather experience through theoretical and experiential learning, build real wind turbines, participate in competitions, and make university experience fun through participation in these activities of the organization. UTWind will help shed more light on wind energy for U of T students, and prepare them to become professionals in a variety of contexts, including but not limited to engineering, sustainable development, and community planning. We hope this will enable them to make a difference in today's world, particularly in resolving the climate change-exacerbated energy crisis.

The purpose of the team is to design, build, and test a small-scale wind turbine. The team must also compete at least once every 2 years at some level of competition. At least once every 2 years a new design cycle must begin. More important than the design itself is the learning experience while working on the design – this mantra is not only the reason why a brand new design will be commenced regularly, but will also govern many of the day-to-day decisions of the Team Executives.

## **3. Membership**

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) executive or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

No membership fees will be charged during the early stages of the team's development.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

### **3.1 Membership Acceptance**

The Team Executives have the power to grant membership at any time, upon completion of a Membership Application Form, which will include basic contact details and details required for record-keeping purposes.

### **3.2 Qualification**

UTWind is open to any undergraduate or master's level graduate student at the University of Toronto. This is not restricted to engineering students. PhD students are welcome to join, but as advisors rather than members in compliance with competition regulations. Faculty, alumni, or anyone from outside the University of Toronto who wish to get involved may also join as advisors. Only members may directly contribute towards a competition deliverable such as a design report or CAD file.

### **3.3 Conduct**

All members are responsible to respond to communication with team leadership. Working on the design is not a requirement for membership but is expected if a commitment to do so is made. All activities and communication must be conducted in a professional and respectful manner.

### **3.4 Leadership**

Any non-executive level leadership position, such as technical subsystem lead, will be filled in after interviews with the executive body. Any registered UofT student is welcome to apply for such positions.

### **3.5 Communication**

Members are expected to respond to communication in the team-designated channels within at least a 1 week period. This response time will change to a 72 hour period in the final 6 months before a competition.

## **4. Executive List and Duties**

The executive committee shall be comprised of at least three (3) elected officers. These include a President, Vice-President, and Treasurer.

#### **4.1 Responsibilities of the President**

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over executive meetings as well as general meetings
- Ensure transition of office to the future Executive

#### **4.2 Responsibilities of the Vice-President**

- Assume duties of the President in their absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Handle official correspondence of the organization and be the group's contact person

#### **4.3 Responsibilities of the Treasurer**

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Present financial records for audits, when requested by the university
- Declare the group's banking information to the University of Toronto.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

#### **4.4 Termination of Executives or General Members:**

Any member of the club who commits an act negatively affecting the interests of the club and its members, including but not limited to non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. A member may also be removed from the team after a unanimous vote by Team Executives for excessive absenteeism, failure to comply with regulations, gross unprofessional conduct, or behavior which in any way reflects negatively on the team, the university and its affiliates, sponsoring organizations, or the competition.

The member up for removal shall have one week to defend their actions to the executive team following the receipt of the notice of removal. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. If the member still wishes to appeal the decision they will have one further week to appeal to the general membership, and the majority vote of the general membership will have the final say on the matter. As an exception to this process, however, members may be removed without warning or prior notice after conducting a yearly-census for being inactive. Members that were removed may

re-apply to be on the team, subject to approval from two-thirds of the executive members.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club. Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

## **5. Elections**

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in August\*. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before August 31<sup>st</sup> for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper or electronic ballot using a method of their choice on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

If only one candidate is running for a position, the ballot will have a "Yes" and a "No" option. If a candidate gets more "No"s than "Yes"s, the executives may spend 1 month recruiting an executive to fill the position either from within the team or from new members, before another election must be held until the position is filled.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections. Only registered U of T students who have been a member

in good standing for 30 days prior to election dates are eligible for voting. Each term of executive positions shall span from September 1<sup>st</sup> to August 31<sup>st</sup>.

## **6. Finances**

### **6.1 Financial Authority**

The executives on the team have the authority to administer the team's finances, as well as to delegate that authority (with clear guidelines) to technical members at their discretion. Any member who abuses their financial authority will be removed from the team.

### **6.2 Financial Transparency**

Every transaction that the team makes must be recorded in a centralized ledger shortly after the transaction is completed, so that the team can stay up to date with how much money is available.

### **6.3 Financial Stability**

The team shall prepare a budget every year, which takes into account the levels of anticipated funding. The team shall not spend beyond its financial assets.

### **6.4 Financial Account**

All money will be handled through a central bank account managed jointly by the Executives. The Executives may designate a Treasurer, or if there are insufficient executives may distribute the work. The bank account shall be listed as a non-profit organization

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **7. Meetings**

### **a) Team-wide Meetings**

The team will meet at least once every 3 months for a general status update by the Executives and by those leading the design work. All members must be notified two weeks in advance before the date of these meetings.

b) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

c) Executive Meetings:

The executive team will meet at least once a month to discuss the direction of the team, and to ensure that the team is fulfilling its intended purpose. Motions will pass by a simple majority vote. The quorum of executive meetings shall be 50%+1 of executives. The schedule of these regular meeting will be held based on availability of all members. In the event when a date and time is not available that works for all members, the meetings will be scheduled based on the availability of most members. Meetings will be suspended during final exam periods.

d) Subsystem Meetings

Individual subsystem groups will meet at least once every two weeks to discuss progress on the design work and to assign action items for the upcoming week. Motions will pass by a simple majority vote. Meetings will be suspended during final exam periods.

e) Meeting Minutes

All meetings shall be documented in the form of meeting minutes, which shall be posted in the team's Google Drive for all members present, invited, and executive members to review at any time. The minimum requirement for meeting minutes, beyond date and members present and subject (eg Blade Design), is a list of action items with tentative timelines for completion and members responsible. More detail is recommended but not required.

## **8. Amendments**

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings. Substantive changes to the constitution

must be submitted to the team for a vote of approval. At least 2/3 of membership must be in favor of the change for the change to be enacted. Any member may submit suggested changes, and a final draft to reflect the change will be developed in collaboration with the Team Executives.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.